

WATERBEACH PARISH COUNCIL

Notice of Meeting

Notice is hereby given that the **Annual Meeting of the Parish Council** will be held at **7:30 PM on Tuesday the 2nd of May 2023** in the Parish Office, Recreation Ground, Waterbeach, and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.



Belinda Westwood

Clerk and Proper Officer

Wednesday the 26th April 2023



Clive Rabbett

Waterbeach Parish Council Chair

Wednesday the 26th April 2023

AGENDA

23/01 ELECTION OF CHAIR

To elect the Chairman of the Council for the ensuing municipal year.

23/02 THOSE PRESENT / APOLOGIES FOR ABSENCE

23/03 ELECTION OF VICECHAIR

23/04 OPEN FORUM

Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting **in respect of the business on the agenda** (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. **This is not a forum in which to raise complaints about the Parish Council or its staff**, which should in the first instance be directed privately to the Parish Clerk so that it can be independently investigated in accordance with the Council's complaints procedure.

23/05 MEMBERS' INTERESTS

To receive declarations from members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. **Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.**

- 23/06 **APPOINTMENT OF COMMITTEES**
- To appoint members to formal committees, and panels for the ensuing municipal year and to appoint a Chair to those Committees. Details of [current appointments](#).
- 23/07 **TERMS OF REFERENCE REVIEW**
- To note and agree the terms of reference for the following committees and groups:
- [Planning Committee](#)
 - [Finance Committee](#)
 - [Highways Committee](#)
 - [Rec Users Group](#)
 - Proposed new [HR Committee](#)
- 23/08 **WORKING PARTIES**
- To agree working parties that need to be established (if any) and agree membership.
- 23/09 **KEY DOCUMENTS**
- To note and agree:
- [Standing Orders](#)
 - [Financial Regulations](#)
 - [Protocol on Informal Engagement](#)
 - [Complaints Procedure](#)
 - [Asset List](#)
- 23/10 **OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**
- To receive updates (if any) from the Clerk, the CAPALC Consultant, Library Officer, Tree Officer, Chair of the Parish Council, [District & County Councillors](#) and Committee/Group Chairs.
- 23/11 **HEALTH & SAFETY**
- To receive updates (if any)